

**MINUTES**  
**TRAVERSE CITY PLANNING COMMISSION**  
**Regular Meeting**

**TUESDAY, January 5, 2016**

**7:30 P.M.**

**Commission Chambers**  
**Governmental Center, 2nd Floor**  
**400 Boardman Avenue**  
**Traverse City, Michigan 49684**

**1. CALL MEETING TO ORDER-** Chairperson Serratelli called the meeting to order at 7:30 p.m.

**2. ROLL CALL-** Mrs. Luick called roll for the Planning Commission.

PRESENT: Commissioners Michael Dow, Janet Fleshman, Gary Howe, Vice-Chairperson  
Linda Koebert, Ross Richardson, Chairperson John Serratelli, Jim Tuller, Jan  
Warren and Camille Weatherholt

ABSENT: None.

STAFF: Russ Soyring, Planning Director; Missy Luick, Planning and Engineering Assistant

**3. ANNOUNCEMENTS-**

Mr. Soyring announced that the Planning Commission will be holding a special meeting next week on Tuesday, January 12 at 7:00 p.m. in the Training Room.

Commissioner Warren announced that the Public Arts Commission is holding a public open house this Thursday, January 7 from 7:00-9:00 p.m. in the Governmental Lower Level Cafeteria.

**4. ELECTION OF OFFICERS**

**A. Chairperson**

Motion by Commissioner Warren, second by Commissioner Koebert to nominate Commissioner Serratelli to serve as Chairperson. Motion carried 9-0.

**B. Vice-chairperson**

Motion by Commissioner Warren, second by Commissioner Howe to nominate Commissioner Koebert to serve as Vice-Chairperson. Motion carried 9-0.

**C. Secretary**

Motion by Commissioner Warren, second by Commissioner Howe to nominate Commissioner Fleshman to serve as Secretary. Motion carried 9-0.

**5. CONSENT CALENDAR**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff or the public may ask that any item on the consent calendar be removed therefrom and be placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Commission action adopting the consent calendar.

- A.** December 1, 2015 Regular Meeting, December 15, 2015 Joint Study Session and December 15, 2015 Study Session minutes (Approval recommended)
- B.** Reappointment of Planning Director's Designee as the Recording Secretary for the City of Traverse City Planning Commission (Approval recommended)

Motion by Commissioner Tuller, second by Commissioner Dow, to approve the Consent Calendar as read. Motion carried 9-0.

**6. OLD BUSINESS**

- A.** Appointments to the Board of Zoning Appeals and Master Plan Review Committee (Action requested)

Chairperson Serratelli and Commissioner Warren discussed the importance of the Planning Commission representatives roll on the Board of Zoning Appeals. Commissioner Koebert expressed interest in serving on the Board of Zoning Appeals.

Motion by Commissioner Dow, second by Commissioner Howe to nominate Commissioner Koebert as the Planning Commission representative on the Board of Zoning Appeals. Motion carried 9-0.

Mr. Soyering explained that the Master Plan Committee lost two of its three members due to its members not getting reappointed to the Planning Commission. Commissioner Dow explained that the previous committee had analyzed the Master Plan and had compiled draft edits to the Plan and Future Land Use Map. Commissioners Howe and Weatherholt expressed interest in serving on the Master Plan Review Committee. Commissioner Dow expressed interest in continuing to serve on the committee and to serve as the committee chair.

Motion by Commissioner Richardson, second by Commissioner Warren, that Commissioners Howe, Weatherholt and Dow serve on the Master Plan Review Committee with Commissioner Dow as chair. Motion carried 9-0.

**7. NEW BUSINESS**

**A. Annual Report (Review and Acceptance)**

Mr. Soyring explained that an Annual Report is required by State Law. The report summarizes requests and actions considered by the Planning Commission as well as topics of discussion for 2015.

Commission discussion.

Mr. Soyring also mentioned that the Annual Report would be communicated to the City Commission.

Motion by Commissioner Richardson, second by Commissioner Warren that the Planning Commission accepts the Traverse City Planning Commission 2015 Annual Report. Motion carried 9-0.

**B. Planning Commission Goals (Review and Discussion)**

Mr. Soyring discussed the draft Planning Commission Goals document.

Commission discussion included prioritizing the Master Plan review and Form Based Code on West Front Street. Commission discussion also included continuing to coordinate with the Parks and Recreation Commission on park planning for neighborhood parks. Commission discussion included the possibility of doing build-out scenario planning for the theoretical build-out of the maximum development allowable by current zoning. Commission also stated that integration of the Master Plan Elements was a lower priority over the other goals listed.

**8. CORRESPONDENCE**

**A. Garland/Union Street Project letter**

Mr. Soyring described in brief the preliminary meeting he had with Mr. Darga regarding the Garland/Union Street Project. He stated that Mr. Darga plans to attend a future study session of the Planning Commission to introduce his project.

**9. REPORTS**

**A.** City Commission - Commissioners Richardson and Howe reported

**B.** Board of Zoning Appeals – No report

**C.** Grand Traverse Commons Joint Planning Commission – Commissioner Warren reported

- D. Arts Commission- Commissioner Warren reported
- E. Planning Commission
  - Master Plan Review Committee—No report.
  - Parking Regulation Committee- Commissioner Serratelli reported
- F. Planning Department—No report.
  - Traverse City Place Plan Committee- Commissioner Koebert reported
  - Public Engagement Plan Committee- Mr. Soyring reported
  - Community Development/Economic Development- Mr. Soyring reported

**10. PUBLIC COMMENT**

Chairperson Serratelli asked the Commission if discussing impervious surface and stormwater were still topics of importance. The Commission agreed.

**11. ADJOURNMENT**

Chairperson Serratelli adjourned the meeting at 8:27 p.m.

Date:

February 2, 2016

Respectfully submitted,

Janet Fleshman  
Janet Fleshman, Secretary